

Job Description/Person Specification



Higher Level Teaching Assistant

Job purpose:	<p>To liaise with teachers to plan, prepare and deliver learning activities for individual pupils, groups and whole classes.</p> <p>To be responsible for the management and development of a Computing within the school and to supervise and support other Teaching Assistants.</p> <p>To provide support for pupils with Special Educational Needs (SEN), including those with learning difficulties and/or behavioural, social or physical disabilities, as required.</p>		
Reporting to:	Headteacher, SLT and teachers		
Responsible for - Staff	Other Teaching Assistants		
Liaising with:	Headteacher, other staff – teaching and non-teaching, children, parents and carers.		
Grade of post:	G6	Gauge ref:	A23291
Disclosure level:	Enhanced		

Job Outline
<ul style="list-style-type: none"> • To complement the professional work of teachers under an agreed system of supervision. • To monitor, assess, record and report on pupils' achievement, progress and development. • To provide specialist support for children with barriers to learning, on a one-to-one basis, in small groups, or within and beyond the classroom environment. • To develop and implement Individual Education Plans (IEPs) for pupils, as appropriate. • To adapt lessons and work plans to meet the individual needs of pupils. • To provide objective and accurate feedback and reports on pupils' achievement and progress, as required. • To produce lesson plans, learning resources and worksheets. • To support the delivery of local and national learning strategies. • To plan and deliver learning activities before and after the school day, within school guidelines. • To contribute to the development, implementation and review of relevant policies and procedures.

Other Specific Duties
<ul style="list-style-type: none"> • To carry out duties in the most effective, efficient and economical manner available. • To engage in ongoing professional development in relevant areas. • To participate in the staff review and performance management/appraisal process. • To undertake Health and Safety training relevant to the role.

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SIGNATURES / AUTHORISATION

Job profiles are general in nature and do not necessarily describe every aspect of a specific role. Staff will not be expected to undertake all of the duties listed; however, they may also be required to carry out other reasonable duties not explicitly detailed in the job profile.

I/we confirm that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: Date

Signed Headteacher: Date

Signed Jobholder: Date

Print Name Jobholder: NI No:

School Name:

DFE

Please sign and return to your manager.

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A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with or caring for children of a relevant age in a learning environment	E		A, I, R,
Experience of ICT to support learning	E		A, I, R, T
Experience of supervising other staff		D	A,

B. Training and Qualifications

	Essential	Desirable	Source
Meet Higher Level Teaching Assistant standards/equivalent qualifications	E		A, I
Training in the relevant strategies or a willingness to undertake such training	E		I
ILM (NEBS) or equivalent supervisory experience		D	A, I
3 x GCSE C or above or equivalent Maths and English or equivalent recognised qualification	E		A

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of how to use ICT effectively to support learning	E		A, I, T
Knowledge of relevant policies/codes of practice and relevant legislation	E		A, I
Knowledge of implementing national/foundation stage curriculum and other relevant learning programmes/strategies	E		A, I

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	Essential	Desirable	Source
Good understanding of child development and learning processes	E		A, I
Understanding of statutory frameworks relating to teaching	E		A, I
Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment	E		A, I
Knowledge of physical, intellectual, emotional and social development of children	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use a range of strategies deal with whole classroom and individual behaviour	E		A, I
Ability to organise, lead and motivate a team		D	A, I
Very good communication skills to deal with both children and adults	E		I
Ability to constantly improve own practice/knowledge through self evaluation and learning from others	E		A, I
Ability to use ICT effectively to support learning	E		A, I, T
Ability to work under supervision and as a team member	E		A, I
Ability to deal with minor injuries		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I